



December 16, 2009

Dear Offeror,

REQUEST FOR Proposal (RFP) NO: 121400

Battelle Memorial Institute, Pacific Northwest Division operating the Pacific Northwest National Laboratory (PNNL) for the U.S. Department of Energy (DOE) is interested in receiving proposals for vendors to participate in a program to generate a market for high performance (R-5) windows and low-e storm windows. The specification outlines detailed services and is contained within Attachment No. 1.

Attached is a copy of Battelle's Request for Proposal. It consists of one set of enclosures:

Enclosure set No. 1 Request for Proposal. This attachment contains the Specifications, Sample Memorandum of Understanding, Questions and Answers document, Bid Sheet, Reporting Forms, Universal Inches (UI) definition, Sample Bid Sheet, and a Sample Report Form

Battelle plans to list all qualified vendors on the DOE Energy Efficiency and Renewable Energy website to stimulate a market for high performance (R-5) and low-e storm windows.

Proposals should be prepared simply and economically, providing a straight-forward, concise delineation of the specific information required to be furnished relative to the specifications. Emphasis in the RFP should be on completeness and clarity of content. Elaborate brochures or other representations are neither required nor desired.

All proposals submitted are to be broken into two parts, technical and financial. The technical section shall consist of a statement of acceptance of the requirements in the specification in Enclosure Set No. 1. Please provide a brief approach and details necessary to meet the requirements listed in the specifications.

The Financial proposal shall include a proposed rate table with a fixed price for each window category as outlined in the Bid Sheet Excel form.

Battelle must receive one original proposal marked in response to RFP No. 121400 electronically no later than 4 p.m. Pacific Time, February 19, 2010 and should be signed by a representative of the Offeror authorized to enter into legally binding commitments. The proposal delivery shall be by email to eric.garcia@pnl.gov or fax number 509-372-4801 by the due date and time above.

Battelle reserves the right to make award based on technically responsive proposals received without discussions; accept the proposal as offered; reject the proposal received; negotiate with the Offeror; issue an invitation for new proposals; or cancel the requirement without award. This RFP does not obligate Battelle to pay costs incurred in the preparation and submission of proposals nor to enter into a contract or other arrangement with the Offeror. Additionally, this RFP will not result in any direct contracts with Battelle or DOE. All vendors meeting the requirements of the specification will be listed on the volume purchase program website (<http://www.r-5windowsvolumepurchase.com>) as an approved vendor and considered as such.

Vendors are encouraged to review the Questions and Answers document if they have questions regarding all aspects of this RFP. If a response is not included in the Questions and Answers document, please contact me via email at eric.garcia@pnl.gov. You can also reach me via phone at (509) 375-2632.

Sincerely,



Eric Garcia
Contracts Specialist

Enclosures:
Specifications
Sample Memorandum of Understanding
Questions and Answers document
Excel Document, including the following:
 Bid Sheet
 Reporting Forms
 Universal Inches (UI) definition
 Sample Bid Sheet
 Sample Report Form